

Cascade County

Job Vacancy Announcement

Position: Receptionist	Closing Date: Open Until Filled
County Dept.: Cascade County Attorney	Dept. Admin.: Josh Racki
Type of Position: Full-Time	Salary: \$12.50 per hour. Must Join Teamsters Union
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The Receptionist, in accordance with policies and procedures established by the Cascade County Attorney, primarily greets the public in the office and by answering the phone and directing calls to the appropriate party. The Receptionist is responsible for twice-daily “mail-run” duties, preparing files for new cases, copies and distributes paperwork to the support staff and attorneys. The Receptionist performs filing, maintains file cabinets in an orderly fashion and provides information and assistance to the public and other agencies. The Receptionist performs general data entry, information retrieval from computer databases and performs other related duties as required or assigned. The work is performed in accordance with established standards and practices of the legal profession, state and federal law, and County policy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Receptionist answers multiple phone-lines, places callers on hold as necessary, attends to office visitors, makes photocopies, scans documents, sends faxes, communicates with callers, law enforcement, government officials and employees, defense counsel, defendants and the public as directed, performs initial set up of legal files, enters and retrieves computer data, performs twice daily mail-run for the office, distributes paperwork to co-workers, filing, maintains strict confidentiality, maintains a pleasant and helpful disposition, is punctual, exhibits consistent daily attendance, performs other related duties as required or assigned.

Knowledge and understanding of: Familiarity with court procedure, familiarity with legal terminology, competency operating all types of office equipment including multi-line telephone, fax machine, copier, scanner, printer, computer and occasionally a manual typewriter, competency with word-processing, preferably Microsoft Office Word and Microsoft Outlook, knowledge of Excel is beneficial, knowledge of Cascade County policies and procedures.

Ability to: Type a minimum of 25 wpm with no errors, multi-task, proficiently operate a computer to complete required job duties, maintain excellent time management and organizational skills, maintain a professional disposition and utilize good interpersonal skills, focus and concentrate in a stressful environment with heavy workloads and strict timelines, work independently and self-directed, accept responsibility and be self-motivated, demonstrate punctuality and observe work hours, adhere to strict standards of confidentiality, communicate in a professional and effective manner with others, both orally and in writing, follow verbal and written instructions, establish effective working relationships with law enforcement, fellow employees, supervisors, victims and the public, use proper sentence structure, punctuation, grammar and spelling and proof read, handle stress and conflict, conduct self with deference to the public, co-workers and invitees, work for sustained periods of time maintaining concentration and attention to detail, operate a personal computer using word processing, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology, meet challenges with resourcefulness through original thinking and creativity, respond promptly to requests for service and assistance from the public and various office personnel, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements.

EDUCATION AND EXPERIENCE

The above is typically acquired through a combination of education and experience. At a minimum, all applicants must have: Education/Experience/Training:

- High School Diploma, GED or HSE required.
- One (1) year of legal office experience preferred.
- Must be able to type a minimum of 25 wpm with no errors.

APPLICATION PACKET REQUIREMENTS –

- ✓ Completed Cascade County Employment Application.
- ✓ Letter of Introduction.
- ✓ Resume.
- ✓ Current Typing Test at least 25 wpm with no errors. Typing tests may be obtained at Job Service.

The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran’s or Handicap Preference **must** provide a DD-214 Discharge Document (**part 4**) or DPHHS Handicap Certification **and** Employment Preference Form **with** their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant’s ability to compete in the recruitment and selection process or an employee’s ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER